

Report for Week Ending 26 September 1956
from
PROJECT STAFF

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.

Project 4-84 - Microfilming of VM in OCR/ER Continues.

Microfilming of Vital Materials in the Logistics Office started this week, and is approximately 75% completed.

General Information

The Biographic Register Division of OCR has agreed to change to the use of Standard Folders with an estimated annual savings for the Agency of \$620.

Completed evaluation of employees' suggestions 2521 and 2513.

25X1A9a

Followed up on the file installation in the office of Mr. [REDACTED]. Says that he has been away most of the time, but he doesn't feel that he has any problems; however, he was agreeable to our proposal that follow up be made in about two weeks to assist in the indoctrination of the new file clerk he is expecting.

25X1A6a A report on file space status in the repository was completed and forwarded to the Commanding Officer of [REDACTED]. This report indicates that there is no immediate need for expansion, but we have recommended that enlarged facilities be made available by 1 July 1958.

25X1A9a Mr. [REDACTED] has reported to this Staff for duty.

Mr. [REDACTED] received 32 hours of on the job training.

25X1A9a Mr. [REDACTED] received 20 hours of on the job training.

25X1A9a

[REDACTED]